

**QUALITY RECORDS LIST**  
**Earth Science Data & Information System Project (ESDIS)**  
**Code 423**

<b>Sheet 1 of 4</b>
<i>Original Signed by:</i> D. Perkins/423 2-08-2001
<b>Signature/Code/Date</b>

<b>Process</b>	<b>Quality Record Title/Number</b>	<b>Record Custodian</b>	<b>File Location</b>	<b>Retention Period</b>
GPG 1410.1 Directives Management	Directives Signature Copy (PGs)	K. Oppenhauser/423	DM file-B32/W260A	Permanent-retire to FRC 5 years after cancellation or when superceded. Transfer to NARA in 5-year blocks when 20 years old
GPG 1410.2 Configuration Management	Completed configuration change/approval requests(CCRs)	K. Oppenhauser/423	<a href="http://spsso.gsfc.nasa.gov/cm">http://spsso.gsfc.nasa.gov/cm</a> & CM file B32/S231	Records may be retired to an FRC when 2 years old. Destroy when 15 years old.
GPG 1410.2 Configuration Management	CM Records	K. Oppenhauser/423	CM file B32/S231	End of Project
GPG 8700.4 Technical Review Program	Peer Review Summary; Science System ORR	V. Griffin/423	ESDIS Library-B32/E148	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review RFAs and Approved Responses: Science System ORR	V. Griffin/423	ESDIS Library-B32/E148	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review Summary; MPR	C. Carlisle	System Manager file – B32/S224C	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review RFAs and Approved Responses: MPR	C. Carlisle	System Manager file – B32/S224C	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
423-PG-1310.1.1	Annual POP Submission and	B. Cullinan/423	Financial Manager file –	Destroy when 2 years old

Program Operating (POP) Submission	support documentation		B32/W260B	
423-PG-5100.1.1 EOS Core System(ECS) End Item Deliverable Evaluation	End Item Technical Evaluation Memo	G. Emig (ECS CO)	ECS Contract file – B32/W267	Life of contract
423-PG-5100.1.2 SDPS Design Documentation Assessment Criteria	DID Technical Evaluation Memo	G. Emig (ECS CO)	ECS Contract file-B32/W267	Life of contract
423-PG-5100.1.3 SIPS Proposal Evaluation	ESDIS Project responses to SIPS proposals	H.K. Ramapriyan	Assistant Project Manager file-B32/S240D	Destroy when 2 years old
423-PG-5330.1.1 Review and Approval of ECS Test Procedures	ESDIS email approval for final test procedures	G. Iona	ESDIS ECS Test Manager file-B32/E230C	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.2 SDPS Test Witnessing	Signed ECS Test Execution Sheets	ECS Contractor	ECS Contractor test file; Landover Maryland	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.3 SDPS Release Readiness Review	Final RRR Report w/ESDIS Sci Release Readiness recommendations	D. Lowe/423	ESDIS Library-B32/E148	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	I & T Discrepancy Reports	EMOS:A. Krimchansky EDOS:B. Seaton	EMOS:EMOS Project CM file EDOS:ftp://edosserver.gsfc.nasa.gov/local/EDOS_Project/CDRL_Deliverables/CDRL D105	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	Post Test Reports	EMOS:A. Krimchansky EDOS:B. Seaton	Deputy Office file PM Office file	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	Technical Evaluation Memos	G. Emig (ECS CO)	ECS Contract file-B32/W267	Life of Contract
423-PG-7120.2.3 IT Interface Action Items	ESDIS IT/QA Action Item and Issues List	EDIO Office	<a href="http://spso.gsfc.nasa.gov/eai/">http://spso.gsfc.nasa.gov/eai/</a>	Destroy when no longer needed or reference value ceases

423-PG-7120.2.7 ESDIS/ECS Review Board (ERB)	ERB Issues database	D. Marinelli	Science System Development Engineer office file- B32/E230B	Destroy when no longer needed or reference value ceases
423-PG-7120.2.7 ESDIS/ECS Review Board (ERB)	ERB meeting minutes	D. Marinelli	Science System Development Engineer office file- B32/E230B	Destroy when no longer needed or reference value ceases
423-PG-8700.2.1 Management of Instrument Team Programming Standards	Standard Change and Waiver Requests	S. Scott	Interface Manger file - B32/S224B	Destroy when no longer needed or reference value ceases
423-PG-8700.2.1 Management of Instrument Team Programming Standards	Standard Committee Correspondence	S. Scott	Interface Manger file - B32/S224B	Destroy when no longer needed or reference value ceases
423-PG-8700.2.1 Management of Instrument Team Programming Standards	IT Software Active Waivers Listing	S. Scott	<a href="http://spsosun.gsfc.nasa.gov/ESDIS_Act.html">http://spsosun.gsfc.nasa.gov/ ESDIS_Act.html</a>	Destroy when no longer needed or reference value ceases
423-PG-8700.4.1 Mission System Technical Review Program	Element Review Summary	Mission System Office	<a href="http://www.omitron.com/eos/aqua/">http://www.omitron.com/eos aqua/</a>	End of Program plus two years
423-PG-8700.4.1 Mission System Technical Review Program	Element Review Requests for Action (RFAs) and Responses	Mission System Office	<a href="http://www.omitron.com/eos/aqua/">http://www.omitron.com/eos aqua/</a>	End of Program plus two years